



Position: Legal Advocate

Supervisor: Vice President of Prevention and Outreach

Position Description:

This professional is responsible for providing information and lay assistance regarding legal concerns to clients affected by domestic violence.

Roles and Responsibilities:

- Provide legal advocacy for clients.
- Accompany clients to court to secure TPO's, attend hearings, and assist women at regularly scheduled court sessions.
- Under the direction of the Managing Legal Advocate, conduct training for law enforcement and others as needed.
- Assess client legal needs for service.
- Coordinate services for client on legal issues and make necessary referrals.
- Assist clients in developing a plan of action.
- Maintain client records and monthly statistics.
- Attend all weekly and monthly staff meetings.
- Assist the Managing Legal Advocate with providing training and direction to volunteers/interns assisting with legal services.
- Develop and maintain community resources.
- Under the direction of the Managing Legal Advocate assist with training to professionals in the community on domestic violence.
- Respond to crisis calls requiring legal support.
- Fosters and maintains excellent, professional working relations with staff and volunteers/interns and functions as part of a team.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree required.
- Knowledge of community referral sources.
- Knowledge of domestic violence and its impact on victims.
- Court and legal experience and knowledge of the legal system as it relates to domestic violence.
- Ability to complete TPO's and assist client through the process.
- Knowledge of crisis intervention techniques.
- Experience in a complex human service organization.
- Communicate effectively orally and written.
- Computer and software applications skills.

Employee

Date

VP of Prevention & Outreach

Date

President & CEO

Date